



**STATE OF ILLINOIS**  
Executive Ethics Commission  
401 S. Spring  
William Stratton Building Room 513  
Springfield, IL 62706

<http://work.illinois.gov>

Invites applications for the position of:

**STATE PURCHASING OFFICER**

*An Equal Opportunity Employer*

**BID ID #:** 00000-272

**JOB TYPE:** Exempt

**NUMBER OF VACANCIES:** 2

**PLAN/BU:**

**SALARY**

\$5,000.00 - \$7,500.00 Monthly

**OPENING DATE:** 03/07/16

**CLOSING DATE:** 03/18/16 04:00 PM

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:**

The Executive Ethics Commission of the State of Illinois seeks applicants for a State Purchasing Officer (SPO) with the Chief Procurement Office (CPO) for General Services.

The Chief Procurement Office for General Services staff members are dedicated public servants who are focused on providing exceptional service and valuable results to the agencies and people we serve.

**Responsibilities of the State Purchasing Officer include:**

- The State Purchasing Officer exercises the Chief Procurement Officer's procurement authority at the agency level. At the direction of the Chief Procurement Officer, the State Purchasing Officer may be assigned responsibility to approve or reject contracts for the agency.
- Initiates procurement planning and development activities, and establishes appropriate activity schedules. Grants and denies approval at various stages of the procurement process.
- On a regular or ad hoc basis, conducts or assists with the routine procurement activities of the agency, including but not limited to the identification of procurement method, drafting of specifications, evaluation, award, contracting and documentation.
- Maintains communication between agency procurement staff, agency management, and program unit staff to help ensure that program needs are met and that all staff members involved in the purchasing process staff are aware of and are following the procurement process.
- Reviews and analyzes agency procurement activities, making and implementing recommendations for process improvements.
- Institutes necessary training to further the understanding of the procurement process and for staff development.
- Prepares reports necessary for the management and understanding of agency procurement activities. Ensures procurement activities are properly documented to meet legal and other requirements.
- Works with the Procurement Compliance Monitors as directed by the Chief Procurement Officer, or as is necessary and appropriate, to ensure procurement activities comply with laws, rules, and policies and procedures.

**MINIMUM REQUIREMENTS**

The Executive Ethics Commission promotes ethics in public service and ensures that the State's business is conducted with efficiency, transparency, fairness, and integrity. The Executive Ethics Commission also provides independent oversight of the procurement process. The State Purchasing Officer is an employee of the Executive Ethics Commission and appointed by the Chief Procurement Officer, thereby achieving independence from the agency to which he or she is assigned.

The talented and dedicated staff of the Chief Procurement Office for General Services ensures that the more than \$7 billion in procurements under its jurisdiction are fair, transparent, accountable, and in the best interest of the State.

To become a part of this energetic and exceptional organization the State Purchasing Officer must possess the following qualifications and skills:

- Bachelor level degree from accredited college or university, preferably with courses in procurement, public administration, political science, pre-law, communications or other disciplines related to the work of the Chief Procurement Office. Equivalent degree or non-degree education, or education plus relevant professional experience may be considered.
- At least 3 years of experience in public administration, preferably with State government in general, and procurement processes specifically.
- Knowledge of principles and processes for providing adept customer services. This includes customer needs assessment, communication with people within and outside of the organization, and in representing the organization to government agencies, the public, and other external sources.
- Ability to effectively communicate information and ideas verbally and in writing so others will understand.
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Must be skilled at using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to encourage and build mutual trust, respect, and cooperation among team members.
- Must be skilled in management of one's own time.

*The State Purchasing Officer is appointed by the Chief Procurement Officer to a term of five years beginning on the date of the officer's appointment. By law, the State Purchasing Officer must be able to receive certification by the Universal Public Procurement Certification Council within 30 months of appointment. Prerequisites to testing for certification include:*

- *A minimum of an associate's degree;*
- *A certain number of procurement classes, education or training; and*
- *36 months of public sector purchasing experience.*

Please visit [www.uppcc.org/certified/Eligibility](http://www.uppcc.org/certified/Eligibility) for detailed information on becoming certified.

## **WORK HOURS & LOCATION/AGENCY CONTACT**

Work Hours: 37 1/2 hours per week during normal business hours.

Work Location: At State agency procurement office(s) in Sangamon County.

Work Contact:

Executive Ethics Commission  
401 S. Spring, William Stratton Building, Room 515  
Springfield, Illinois 62706

## **HOW TO APPLY**

Applicants should send the following to the address above:

- a cover letter identifying the title of the position for which you are applying, explaining how your training, experience, and/or coursework qualify you for this position, and identifying how you learned of this position, and
- a detailed resume and/or CMS100 form.

Applicants may also submit required information via email to [Rebecca.Shuster@illinois.gov](mailto:Rebecca.Shuster@illinois.gov).

These are non-code, 5-year term positions and not subject to collective bargaining.

These positions do not require a current grade from Central Management Services.

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire.

APPLICATIONS MAY BE OBTAINED FROM:

<http://work.illinois.gov>

OR

401 S. Spring

William Stratton Building Room 513

Springfield, IL 62706

Job #00000-272

STATE PURCHASING OFFICER

RS